

Please complete the information below and attach supplemental information as necessary. If you have questions regarding this Project Worksheet, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

1. For all projects, a site plan (a.k.a. plot plan) drawn to a standard engineer or architect scale is required. Floor plans and elevations, drawn to a standard engineer or architect scale, are required for all projects involving construction, alteration, conversion, or other modification to buildings or structures (including signs). The number of plans to be submitted is described in the supplemental information for each type of application. There is no required finished size for plans; however, we prefer plans that we can reproduce on our copy machine (i.e. 8½ x 11, 8½ x 14 or 11x17), provided, of course, that the detail at that size is legible. Below is a list of items that must be included on the plans:

(a) Site Plan

- ☐ Title
- ☐ Scale
- ☐ North arrow
- ☐ Date
- ☐ Property address
- ☐ Assessor parcel number
- ☐ Name, address and phone number of the applicant and/or agent
- ☐ All property lines, with dimensions
- ☐ All adjacent streets, alleys and easements and distance to centerline of same
- ☐ Sidewalk area as measured from the face-of-curb to the property line
- ☐ Distance from all property lines to all structures (a.k.a. Setback dimensions)
- ☐ Square footage of all structures
- ☐ Size and location (setbacks to property lines) of all off-street parking and loading spaces
- ☐ Landscaping, include size of planter area and the plant material and size (e.g., 5 gallon)
- ☐ Location, size and type of trees to be removed
- ☐ Natural resource areas (e.g., wetlands, riparian areas, etc.)

Note: Eaves, structures to be removed/demolished, and upper floors may be shown in dashed outline and labeled (e.g., "Shed to be removed", "New second floor")

(b) Floor Plan

- ☐ Title for each floor
- ☐ Scale
- ☐ North arrow
- ☐ Date
- ☐ Property address
- ☐ Assessor parcel number
- ☐ Name, address and phone number of the applicant and/or agent
- ☐ Interior/exterior walls, distinguish between walls to remain, walls to be removed, and new walls; include doors, windows, stairs, porches, decks, etc.
- ☐ Room function (e.g., bedroom, kitchen, shed, garage, office, warehouse, etc.)
- ☐ Structure dimensions
- ☐ Square feet of each room or use in a multi-use building

(c) Elevation Drawings

- ☐ Title for each elevation
- ☐ Scale
- ☐ Date
- ☐ Property address
- ☐ Assessor parcel number
- ☐ Name, address and phone number of the applicant and/or agent

- ☐ Building or structure (including signs) height
- ☐ Walls, roofs, overhangs, windows, doors and other architectural features
- ☐ Slope of natural grade and cut/fill lines
- ☐ Exterior building materials
- ☐ Exterior colors or treatments

Note: for alterations or additions to existing buildings or structures (including signs), color photographs may be submitted

2. Please list any other known permits or approvals that have been received or that may be required by other public agencies for the proposed project or development. _____

3. On additional sheet please briefly describe the project site and the surrounding area as it exists before the project, including land use, topography, soil stability, plants and animals, and any cultural, historical or scenic aspects.

(a) For **RESIDENTIAL**, please describe the number of existing and proposed dwelling units, and the size of each dwelling unit.

(b) For **COMMERCIAL** or **INDUSTRIAL**, please describe the use(s) and size(s) of the property and/or the commercial or industrial building(s) and indicate the square footage of each area within the building(s) devoted to specific uses (e.g., office, sales, warehouse), and please describe the number of employees at the peak shift.

(c) For **INSTITUTIONAL**, please describe the major function of the institutional use (e.g., rest home, hospital, etc.), the number of beds or occupancy of the building(s), and please describe the number of employees at the peak shift.

(d) For **COMMERCIAL**, **INDUSTRIAL** or **INSTITUTIONAL**, what is the lot area within property lines in square feet or acres? _____:

	Lot Coverage (sq ft)	-Existing-	-New/Proposed-	-Total-
(i) Building coverage	_____	_____	_____	_____
(ii) Paved area	_____	_____	_____	_____
(iii) Landscaped area	_____	_____	_____	_____
(iv) Unimproved area	_____	_____	_____	_____

4. Please provide a written explanation for all items checked yes.

	YES	NO
(a) Will the project involve any soil excavation, grading or fill, or other earth moving activities? If "yes", complete the following:		
(i) Amount of cut _____ cu yds		
(ii) Amount of fill _____ cu yds	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Maximum height of fill slope _____ ft		
(iv) Maximum height of cut slope _____ ft		
(v) Amount of fill import or export _____ cu yds		
(vi) Borrow or disposal site location: _____		
(b) Will the project result in an increase in the amount of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Will the project result in a change in dust, ash, smoke, fumes or odors in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Will the project result in a change in the pattern, scale or character of the general area of project?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Will the project result in a change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Will the project be sited on filled land or on a slope of 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Will the project use or dispose of potentially hazardous materials, such as toxic substances, flammables or explosives?	<input type="checkbox"/>	<input type="checkbox"/>

(h) Will the project result in a change in demand for municipal services (i.e. police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
(i) Will the project result in an increase in fossil fuel consumption (i.e. electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
(j) Will the project result in the alteration or demolition of a building that may have historical, social or cultural significance and/or a building that qualifies for inclusion on the California Register of Historic Places?	<input type="checkbox"/>	<input type="checkbox"/>
(k) Will the project have any impact on any archeological or paleontological resource?	<input type="checkbox"/>	<input type="checkbox"/>
(l) Will the project be phased? Or, is the project related to a larger project or a series of projects that have already been developed or are planned for the future?	<input type="checkbox"/>	<input type="checkbox"/>
(m) Will the project be visible from: a scenic vista points or designated scenic routes, park, beach, or other public recreation area(s) or result in a change in scenic views or vistas?	<input type="checkbox"/>	<input type="checkbox"/>
(n) Will the project result in a change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours?	<input type="checkbox"/>	<input type="checkbox"/>
(o) Will the project result in a change in ocean, bay, stream or ground water quality or quantity, or result in an alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>
(p) Will the project be located between the first public road and Humboldt Bay, the Elk River, Eureka Slough, Fay Slough, Cut-off Slough, Freshwater Slough, Cooper Slough, Second Slough, or Third Slough	<input type="checkbox"/>	<input type="checkbox"/>
(q) Does the project involve diking, filling, dredging, or placing any structures in open coastal waters, sloughs, wetlands, or on agricultural land designated as farmed or grazed wetlands?	<input type="checkbox"/>	<input type="checkbox"/>
(r) Will the project be in or within 250 feet of a sensitive environmental resource area, in a 100-year floodplain, or in a park or recreation area?	<input type="checkbox"/>	<input type="checkbox"/>
(s) Will the project extend onto or adjoin any beach, tidelands, submerged lands, or public trust lands?	<input type="checkbox"/>	<input type="checkbox"/>